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OUTSIDE-SCHOOL-HOURS CARE CENTER GUIDE

I

Introduction

Welcome to the U.S. Department of Agriculture's (USDA) Child Care Food Program (CCFP). The CCFP provides well-balanced, nutritious meals to children enrolled in supervised day care throughout the country. Your State's Department of Education or the USDA's Food and Nutrition Service regional office administers the CCFP. Independent outside-school-hours care centers work directly with the administering agency. Other centers may be sponsored by churches, community organizations, or State and local governments. Sponsored centers deal with the administering agency through their sponsoring organization.

W

What Is An Outside-School-Hours Care Center?

It is a public or private nonprofit center licensed to provide care and supervision to school children away from home before or

after school each day. Outside-school-hours care centers may participate in the CCFP independently or under a sponsoring organization.

W

What Children Can Receive Meals?

You may serve meals to children who are under 19 years of age and are enrolled for care. Certain mentally or physically handicapped people who are 19 years or older, and who are enrolled for care in a center serving primarily people under 19, may also be served meals.

W

What Meals May I Serve and Expect Reimbursement For?

You can expect reimbursement from the USDA for serving breakfasts, snacks, and suppers to enrolled children. Meals must meet the requirements on the food charts listed at the back of this guide.

A

Are There Specific Times I Must Serve Meals?

You must serve meals at regularly scheduled times each day. If there are changes in the schedule of the meal service(s), you must notify your administering agency in order to comply with CCFP regulations. There must be at least 3 hours between the beginning of one meal (including snacks) and the beginning of another. If no afternoon snack is served, there must be at least 4 hours between the service of lunch and supper.

The service of lunch or supper cannot last for more than 2 hours. Breakfast and snack service is limited to 1 hour. Supper can begin no later than 7 p.m. and must end no later than 8 p.m.

M

May I Serve Second Meals?

Do not *plan* to serve seconds. You should serve only one meal to each child at each meal service.

W

What If I Have Leftover Meals?

Sometimes, even with good planning, you will be left with extra meals. If you have seconds, store the meals in the refrigerator and serve them the following day. If you contract with a food service management company for the meals you serve, contact them (or ask your sponsoring organization to) if too many meals are being delivered. If you prepare your own meals, adjust the number so that you will not have extras the next day. Occasionally, you may serve second meals to enrolled children and claim them for reimbursement. However, the administering agency authorizes reimbursement for these meals on a case-by-case basis. Therefore, it is important that you plan your meals to ensure good management of the food service program.

M

May I Serve Meals to Adults Who Are Working With the CCFP?

You may feed these adults at each meal service. However, your administering agency can give you more information on this matter.

W

What Records Must I Keep?

Whether you are independent or sponsored, you must ensure that the CCFP at your center is complying with all USDA rules and regulations. Your administering agency needs accurate daily records on your meal service in order to reimburse you. These records include:

- the names and daily attendance of enrolled children

- the income eligibility of each child for free, reduced-price, or paid meals
- receipts for all food service purchases (if meals are prepared at the center)

- daily menus for each meal type you serve that clearly show each food item
- the number of meals you serve (by type) daily to enrolled children and adults working with the food service
- the number of complete second meals served to enrolled children (when second meals are served. This figure would be reported separately from the other meals you serve).

W

What If Meals Are Delivered?

You may have meals prepared and delivered by a school food service facility or a food service management company. In these cases, you must keep some additional records.

Each meal delivery must be accompanied by a receipt. Before you accept any delivery, you should count the number of meals that were delivered.

In addition, you should check for incomplete meals, inadequate portion sizes, and for spoiled meals. If the number of meals delivered is incorrect, or if incomplete, inadequate, or spoiled meals are delivered, write the problems on the receipt and immediately contact the appropriate agency or individual. If you find there are no problems with the number or quality of the meals delivered, you should sign the receipt and indicate the time of delivery. A copy of each signed delivery receipt must be maintained with the other CCFP records.

D

Do I Need CCFP Training?

Yes, you must understand CCFP requirements for the program to operate smoothly. Training of the food service staff should include information on:

- meal pattern requirements
- types of meals the center will serve
- number of meals the center will serve
- times the meals will be delivered (if applicable)
- types of meal service records the center must keep
- people to contact when problems arise
- proper health and sanitation techniques to be used in storing, preparing, and serving meals.

M

May I Serve the Afternoon Snack Early Some Days Because of Ball Games, or Other Reasons?

Yes, if this happens once in a while. You should not change your scheduled time of meal service very often, since these changes tend to confuse the children.

W

Will I Have Official Visitors? What Will They Be Looking For?

Representatives of Federal and State administering agencies, and the sponsoring organization (if applicable) will visit your center to observe and review the food service program.

These officials will note any problems they observe and will work with the staff in your center to improve your CCFP operation.

A CHECKLIST OF POINTS TO REMEMBER

YOUR MAJOR CCFP

RESPONSIBILITIES ARE TO:

- serve meals that meet the CCFP meal pattern requirements.
- serve lunch or supper that contains at least four components, a breakfast that contains three components, and a snack that contains two components.
- serve meals only at times authorized by the administering agency.
- serve meals only to children enrolled for care.
- serve a complete meal to each child per meal service.
- order or prepare meals depending on the number of children attending each day.
- be sure the children eat their meals at the center.

DAILY RECORDS INCLUDE:

- names and daily attendance of enrolled children
- numbers and types of meals served to enrolled children and adults working with the food service
- daily menu
- receipts, invoices, and other records that show food purchases and costs

IF YOU CONTRACT YOUR MEAL SERVICE:

- obtain a delivery receipt
- write the time of delivery on the receipt
- count the number of meals delivered
- check for incomplete meals
- check for correct portion sizes
- check for spoiled meals
- write any problems down on the delivery receipt
- sign the receipt if you find no problems

TIME YOUR MEALS:

- schedule 3 hours between the beginning of one meal service (including snacks) and the beginning of another.
- if no afternoon snack is served, schedule 4 hours between the beginning of lunch and the beginning of supper.
- breakfast and snacks cannot last more than 1 hour.
- lunch and supper cannot last more than 2 hours.
- supper can begin no later than 7 p.m. and end no later than 8 p.m.
- notify your administering agency and request approval for any changes in the time of meal service at your center.

EMERGENCY NUMBERS

POLICE:

FIRE:

AMBULANCE:

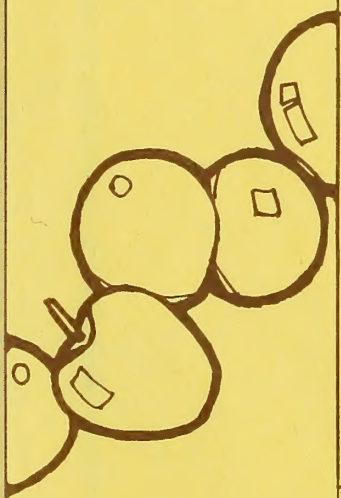
POISON CONTROL CENTER:

PERSON IN CHARGE OF CCFP:



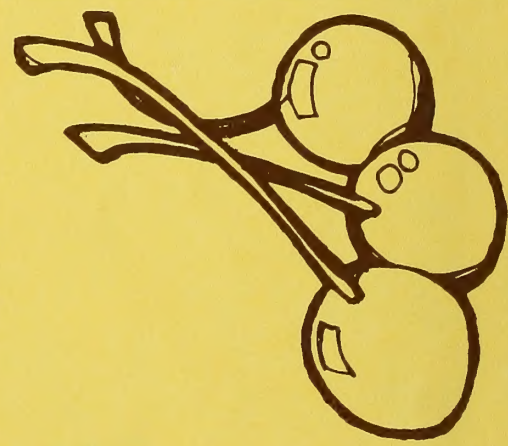
FOOD CHART

FOR CHILDREN OUTSIDE-SCHOOL-HOURS CARE CENTERS



¹ Children 12 years and older may need larger quantities of these foods.
² Includes whole milk, low fat milk, skim milk, cultured buttermilk, or flavored milk made from these types of fluid milk which meet State and local standards.
³ Or an equivalent serving of an acceptable bread product made of enriched or whole grain meal or flour, or enriched or whole grain rice or pasta. See listing in FNS-64, A Planning Guide for Food Service in Child Care Centers, for serving sizes of acceptable bread/bread alternates.
⁴ Cooked lean meat without bone.
⁵ Must include at least two kinds.

FOOD COMPONENTS	AGES 1 UP TO 3 YEARS	AGES 3 UP TO 6 YEARS	AGES 6 UP TO 12 YEARS ¹
BREAKFAST Milk, fluid ² Juice or fruit or vegetable Bread and/or cereal, enriched or whole grain: ³ Bread Cereal Cold dry Hot cooked	1/2 cup 1/4 cup 1/2 slice 1/4 cup 1/4 cup	3/4 cup 1/2 cup 1/2 slice 1/3 cup 1/4 cup	1 cup 1/2 cup 1 slice 3/4 cup 1/2 cup
MID-MORNING OR MID-AFTERNOON SNACK (Select 2 of these 4 components) Milk, fluid ² Meat or meat alternate Juice or fruit or vegetable Bread and/or cereal, enriched or whole grain: ³ Bread Cereal Cold dry Hot cooked	1/2 cup 1/2 ounce 1/2 cup 1/2 slice 1/4 cup 1/4 cup	1/2 cup 1/2 ounce 1/2 cup 1/2 slice 1/3 cup 1/4 cup	1 cup 1 ounce 3/4 cup 1 slice 3/4 cup 1/2 cup
LUNCH OR SUPPER Milk, fluid ² Meat or meat alternate: Meat, poultry, or fish, (cooked) ⁴ or Cheese or Egg or Cooked dry beans or peas or Peanut butter Vegetable and/or fruit ⁵ (to total) Bread, enriched or whole grain ³	1/2 cup 1 ounce 1 ounce 1 1/4 cup 2 tablespoons 1/4 cup 1/2 slice	3/4 cup 1-1/2 ounces 1-1/2 ounces 1 3/8 cup 3 tablespoons 1/2 cup 1/2 slice	1 cup 2 ounces 2 ounces 1 1/2 cup 4 tablespoons 3/4 cup 1 slice



PROCUREMENT SECTION
CURRENT SERIAL RECORDS

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